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DEPARTMENT OF
SOCIAL AND REHABILITATION SERVICES

AFFIRMATIVE ACTION PLAN

FOR

EQUAL EMPLOYMENT OPPORTUNITY

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AFFIRMATIVE ACTION PLAN

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INTRODUCTION

Equal opportunity in employment is a fundamental right of all citizens and a responsibility of employers under State and Federal Laws. The Department of Social and Rehabilitation Services is committed to ensuring equal employment opportunity in an affirmative and active manner as specified in Gubernatorial Executive Order 8-73 and in accordance with the Constitution of the State of Montana (Article II, Sections 3 and 4; Article X, Section 7); the Montana Human Rights Act of 1974, as amended, (Section 64-301 to Section 64-315, R.C. M. 1947); Title V of the Rehabilitation Act of 1973, as amended; Presidential Executive Order 11246, as amended; Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964, as amended; the Equal Pay Act of 1963; and the Age Discrimination in Employment Act of 1967. With the Affirmative Action Plan which follows, the Department of Social and Rehabilitation Services pledges a continued commitment in support of these State and Federal Laws, rules, and regulations covering nondiscrimination in employment.

DEFINITIONS

The following definitions shall apply for purposes of this Affirmative Action Plan:

1. "Affected Class" - refers to those groups of people who have suffered and continue to suffer effects of past discrimination. This includes, but is not limited to persons in the following categories; minorities, women, physically or mentally handicapped, aged, ex-offenders, religious groups, public assistance recipients, or those discriminated against because of their marital status, political beliefs, national origin or ancestry.
2. "Employee" - means any individual regularly employed by an agency on a part or full-time basis.
3. "Executive Officer" - means the highest ranking officer and chief administrator of an agency, responsible for all functions within that agency.
4. "Equal Employment Opportunity Officer" - refers to the persons, under the supervision of the "Executive Officer," responsible for coordinating and implementing the agency's Affirmative Action Plan in conjunction with requirements established by the Equal Employment Opportunity Bureau.
5. "Good Faith Effort" - means that every reasonable effort has been undertaken to meet goals and timetables established in the Affirmative Action Plan.
6. "Bona Fide Occupationa Qualification" (BFOQ) - refers to an exception to the discrimination provisions upheld by Equal Employment Opportunity laws. A BFOQ may permit an employer to discriminate where a job requires certain restrictions on qualifications that are essential to the accomplishment of the job.
7. "Affirmative Action" - means steps taken to remedy any inadequate and inequitable staffing and recruitment patterns that are the consequences of discrimination and to prevent the occurrence of employment discrimination.

BASIC POLICY STATEMENT
FOR CIVIL RIGHTS COMPLIANCE
BY
THE DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

In accordance with all applicable State and Federal laws, it is the policy of the Department of Social and Rehabilitation Services to provide equal employment opportunities for all persons regardless of race, color, religion, national origin, age, marital status, ancestry, receipt of public assistance, political beliefs, physical or mental handicap, ex-offender status and sex. To this end, we are implementing and will sustain a deliberate commitment to equalize employment opportunities for minorities, women and handicapped at all levels and in all programs administered by the Department.

Affirmative action to eliminate discrimination on the above-named basis (except where religion, sex, age, ex-offender status and/or physical or mental handicap constitute a bona fide occupational qualification) includes, but is not limited to employment, recruitment, advertising, hiring, transfer, promotion, demotion, training, compensation, benefits, receipt of any service or financial aid with respect to their provision, layoff, termination and all other conditions of employment. All applicants for Department employment will be recruited from the available qualified labor market and employed in accordance with each person's qualifications and abilities. Handicapped persons will be considered for employment on the basis of the person's capacity to perform the particular job applied for and the feasibility of any necessary job accommodation. Periodic reviews will be conducted for determining whether the Affirmative Action Plan is achieving its objectives. Reports of these reviews will be the basis for appropriate action to correct deficiencies.

Tim Jones, the Personnel Officer, is the Department's Equal Employment Opportunity Officer. On behalf of the Department Director, he has overall responsibility for coordinating the equal employment opportunity and affirmative action efforts of the Department. However, equal employment opportunity, like all Department goals, can only be reached with the active cooperation and support of every Department employee. Thus, all employees are equally responsible for helping to assure the success of our affirmative action program.

Any alleged discrimination should be reported to the Department EEO Officer, Montana Human Rights Division, or the Office for Civil Rights, Department of HEW, Denver.



PATRICK E. MELBY, DIRECTOR
Department of Social and Rehabilitation Services

November 1, 1977

Date

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Contact Tim Jones at 449-3141 for information as required.

II. ASSIGNMENT OF RESPONSIBILITIES

Section 1. The Executive Officer:

The Executive Officer accepts ultimate accountability for assuring equal employment opportunity with the Department and for implementing the Affirmative Action Plan. The Executive Officer will ensure that affirmative action encompasses all aspects of the Department's operation, including but not limited to: recruitment, selection, orientation, training, and complaint-resolution. The Executive Officer will further ensure a good faith effort in the achievement of employment goals and the upgrading of affected class members within the Department.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. A Department EEO Officer will be appointed and identified in writing to the State EEO Bureau.	Executive Officer	Completed
2. The Affirmative Action Plan will be reviewed and submitted to the EEO Bureau for authorization.	Executive Officer, EEO Officer, Chief Personnel Officer	October 1, 1976

Section 2. The Equal Employment Opportunity Officer:

The EEO Officer is responsible for developing and implementing the Department's Affirmative Action Plan; in order to do so effectively, the EEO officer has been delegated the necessary authority. The EEO Officer is responsible for coordinating the Department's cooperation with and providing information to the State EEO Bureau.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Review the Affirmative Action Plan for initial submission to the State EEO Bureau.	EEO Officer, Executive Officer Chief Personnel Officer	October 1, 1976
2. Maintain affirmative action records and documentation. (Specific records and documentation noted throughout Plan).	EEO Officer	Initiate October 1, 1976; ongoing

Section 3. Chief Personnel Officer:

The Chief Personnel Officer is responsible for affirmative action personnel procedures, and dissemination of specific affirmative action personnel information. In addition, it is the responsibility of the Chief Personnel Officer to implement affirmative action in recruitment procedures and in external communications with community, minority, and women's groups. The Chief Personnel Officer, will consult with the EEO Officer and otherwise participate in the preparation of the semi-annual program assessment.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Review the Affirmative Action Plan for initial submission to the State EEO Bureau.	Chief Personnel Officer Executive Officer, EEO Officer	October 1, 1976
2. Maintain affirmative action personnel records and documentation. (Specific records and documentation noted throughout Plan).	Chief Personnel Officer	As required; ongoing

Section 4. Division Administrators and Supervisory Personnel:

All officials and managers will be familiar with the Department's Affirmative Action Program and clearly understand their job responsibilities for equal employment opportunity and assuring the success of affirmative action. They shall promote the purposes of the program within their specific division and throughout the Department. Management performance in regard to the Affirmative Action Program will be evaluated as is performance on other Department goals.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Attend initial and subsequent meetings where the Affirmative Action Program, its basis, goals and implementation will be discussed. Provide input on the Affirmative Action Program.	Division Administrators and EEO Officer	Ongoing

III. DISSEMINATION OF POLICY

Section 1. Internal Dissemination:

Goal: To ensure that all employees are fully informed of equal employment opportunity obligations and of the intent and implementation of the Affirmative Action Program.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Copies of the Policy Statement and the EEO Complaint Procedure will be posted and distributed to provide access to all Department employees.	EEO Officer	October 1977
2. All employees will have access to the Affirmative Action Plan for their review through Division Administrators and the Personnel office. Field offices will receive a copy for employee access.	EEO Officer	On approval of the plan; ongoing
3. The Government printing office posters "EEO Is the Law" and "Age Discrimination" and others as required will be permanently posted on all appropriate bulletin boards.	EEO Officer	Current

Section 2. External Dissemination:

Goal: To ensure that all relevant community organizations, minority and women's groups, and external recruitment sources are aware of the Department's policy of equal employment opportunity.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Recruitment literature and position announcements supplied to external recruitment sources by the State Merit System contain the phrase "An Equal Opportunity Employer."	EEO Officer State Merit System	Current and ongoing

IV UTILIZATION ANALYSIS SECTION I

D. EMPLOYMENT DATA AS OF ~~JUNE 30~~ AUGUST 5, 1976

(Do not include elected/appointed officials. Blanks will be counted as zero)

I. FULL TIME EMPLOYEES (Temporary employees not included)

JOB CATEGORIES	ANNUAL SALARY (In Thousands)	MALE						FEMALE					
		WHITE	BLACK	SPAN SURNAME AMER	ASIAN AMER	AMER IND	OTHER	WHITE	BLACK	SPAN SURNAME AMER	ASIAN AMER	AMER IND	OTHER
		A	B	C	D	E	F	G	H	I	J	K	L
OFFICIALS ADMN. STIPENDS	1 0 1.39												
	2 4.059												
	3 6.079												
	4 8.099												
	5 10.0129	2						1		1			
	6 13.0159	28						23					
	7 16.0249	28						9					
	8 25.0 PLUS												
PROFESSIONALS	9 0 1.39												
	10 4.059												
	11 6.079						1						
	12 8.099	5						5					
	13 10.0129	98		1		3		155	1	1		2	
	14 13.0159	28						15					
	15 16.0249	5											
	16 25.0 PLUS												
TECHNICIANS	17 0 1.39												
	18 4.059												
	19 6.079	3						19				1	
	20 8.099	1						55				3	
	21 10.0129	3						9					
	22 13.0159												
	23 16.0249												
	24 25.0 PLUS												
PROTECTIVE SERVICE	25 0 1.39												
	26 4.059												
	27 6.079												
	28 8.099												
	29 10.0129												
	30 13.0159												
	31 16.0249												
	32 25.0 PLUS												
PARA PROFESSIONALS	33 0 1.39												
	34 4.059												
	35 6.079	1				4		59		2		11	
	36 8.099	1						63	1			1	
	37 10.0129	3						6					
	38 13.0159												
	39 16.0249												
	40 25.0 PLUS												
OFFICE CLERICAL	41 0 1.39												
	42 4.059												
	43 6.079	2						59				3	
	44 8.099							123		1		2	
	45 10.0129	2						70				1	
	46 13.0159							9					
	47 16.0249												
	48 25.0 PLUS												

IV UTILIZATION ANALYSIS SECTION I

D. EMPLOYMENT DATA AS OF ~~JUNE 30~~ (Cont.) AUGUST 5, 1976
 (Do not include elected/appointed officials. Blanks will be counted as zero)

1 FULL TIME EMPLOYEES (Temporary employees not included)

DATE	ANNUAL SALARY (In thousands 000)	MALE						FEMALE					
		WHITE	BLACK	SPAN SURNAME AMER	ASIAN AMER	AMER IND	OTHER	WHITE	BLACK	SPAN SURNAME AMER	ASIAN AMER	AMER IND	OTHER
		A	B	C	D	E	F	G	H	I	J	K	L
SKILLED CRAFT	49 \$ 0139												
	50 4059												
	51 6079												
	52 8099												
	53 100129												
	54 130159												
	55 160249												
	56 250 PLUS												
SERVICE MAINTENANCE	57 0139												
	58 4059												
	59 6079												
	60 8099												
	61 100129												
	62 130159												
	63 160249												
	64 \$ 250 PLUS												
TOTAL FULL TIME	COL TOTALS	929	213	0	1	9	675	2	5	0	24		

2 OTHER THAN FULL TIME EMPLOYEES (Include temporary employees)

1 OFFICIALS ADMIN												
2 PROFESSIONALS	8						18					1
3 TECHNICIANS							9					1
4 PROTECTIVE SERV												
5 PARA PROFESSIONAL	1						35					9
6 OFFICE CLERICAL							23		1	1		
7 SKILLED CRAFT												
8 SERV MAINT	1											
TOTAL OTHER	COL TOTALS	108	10				85		1	1		11

3 NEW HIRES DURING FISCAL YEAR Permanent full time only (Omit this section in 1973)

1 OFFICIALS ADMIN												
2 PROFESSIONALS												
3 TECHNICIANS												
4 PROTECTIVE SERV												
5 PARA PROFESSIONAL												
6 OFFICE CLERICAL												
7 SKILLED CRAFT												
8 SERV MAINT												
TOT NEW HIRES	COL TOTALS	1037										

Section 2. Underutilization:

The number of minority and female employees currently employed by the Department of Social and Rehabilitation Services, in each major job classification, is shown on the previous page in EEO-4 format. The data shown reflect the composition of the current work force as of August 5, 1976.

The percentage of minority, female, and male employees currently employed, in each major job classification, is as follows. Percentages are based on totals of full time and other than full time employees:

Officials/Administrators - 94 Total:	Para-Professionals - 197 Total:
1 Minority M/F 1.06%	28 Minority M/F 14.21%
34 Female 36.17%	187 Female 94.92%
60 Male 63.83%	10 Male 5.08%

Professionals - 347 Total:	Office/Clerical - 298 Total:
10 Minority M/F 2.88%	9 Minority M/F 3.02%
198 Female 57.06%	293 Female 98.32%
149 Male 42.94%	5 Male 1.68%

Technicians - 100 Total:
6 Minority M/F 6.00%
92 Female 92.00%
8 Male 8.00%

The labor area from which the Department of Social and Rehabilitation Services recruits job applicants is the State of Montana. Information on the percentage of each minority group by sex in Montana cannot be obtained. The percentage of each minority group (both sexes) in the total population is:

5.6%	Native American (Indian)
1.7%	All Other Minority Groups
	1.1% Spanish American
	0.3% Black
	0.2% Asian American
	0.04% Other

Females comprise 50.2% of Montana's total population. 35% of Montana's females are in the area work force and 19.6% of the minority population (percentage of each minority group cannot be obtained). The unemployment rate for females is 7.5%. The data below represent the obtainable information on minority unemployment:

17.3%	Native American Females (Indian)
19.5%	Native American Males
5.0%	Blacks
5.4%	Spanish American

SECTION I
 TABLE I
 AVAILABILITY ANALYSIS ~ GOALS AND TIMETABLES WORK SHEET

JOB CATEGORY--Officials/Administrators
 TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--AVAILABLE TO LADDP PRESENT--25,286 *NOW EMPLOYED BY AGENCY-- 94
 JOB FAMILY NUMBER--

DATE August 5, 1976
 MINORITY--TOTAL MALE AND FEMALE
 FEMALE

CIRCLE AVAILABILITY SOURCE--STATE--NATIONAL--OTHER Table 172
 AVAILABILITY CLASSIFICATION USED:Managers & Administrators except farm

ETHNIC STATUS	*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS		*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS	
	NO.	%	NO.	%	% AVAILABLE MINUS % NOW EMPLOYED	NO.	%	NO.	%	% AVAILABLE MINUS % NOW EMPLOYED		
1-WHITE	19	0.08 %	0	0 %	-0.08 %	4,805	19.00 %	33	35.11 %	+16.11 %		
2-BLACK	182	0.72 %	1	1.06 %	+0.34 %	4	0.02 %	0	0 %	-0.02 %		
3-SPANISH AMERICAN	69	0.27 %	0	0 %	-0.27 %	33	0.13 %	1	1.06 %	+0.93 %		
4-NATIVE AMERICAN	6	0.02 %	0	0 %	-0.02 %	17	0.07 %	0	0 %	-0.07 %		
5-ASIAN AMERICAN						0	0 %	0	0 %	0 %		
6-OTHER						0	0 %	0	0 %	0 %		
7-TOTAL	276	1.09 %	1	1.06 %	-0.03 %	4,859	19.22 %	34	36.17 %	+16.95 %		
8-PRESENT UTILIZATION--LINE 7 (NOW EMPLOYED)												
9-COMPUTE 5 YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)					0.03					0		
10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.												

FEAR & GOALS	1 YRS.	2 YRS.	3 YRS.	4 YRS.	5 YEARS
ADJUSTMENTS	NO	GOALS	NEG	ESS	ARY
REMARKS					

AVAILABILITY ANALYSIS ~ GOALS AND TIMETABLES WORK SHEET

TABLE II

EEO-4 JOB CATEGORY -		Professionals		JOB FAMILY NUMBER -	
TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY -		AVAILABLE IN LABOR MARKET - 35,901		**NOW EMPLOYED BY AGENCY - 347	
DATE August 5, 1976		MINORITY--TOTAL MALE AND FEMALE		FEMALE	
CIRCLE AVAILABILITY SOURCE: STATE-NATIONAL-OTHER		Table 172		STATE-NATIONAL-OTHER Table 172	
AVAILABILITY CLASSIFICATION USED: Professional, Technical & Kindred workers					
ETHNIC STATUS	*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS % AVAILABLE MINUS % NOW EMPLOYED
	NO.	%	NO.	%	
1-WHITE	73	0.20%	1	0.29%	+0.09%
2-BLACK	306	0.85%	2	0.58%	-0.27%
3-SPANISH AMERICAN	324	0.90%	7	2.02%	+1.12%
4-ASIAN AMERICAN	28	0.08%	0	0%	-0.08%
5-OTHER	731	2.04%	10	2.88%	+0.84%
6-TOTAL	15,396	42.88%	193	55.62%	+12.74%
9-PRESENT UTILIZATION--Line 7 (% AVAILABLE MINUS LINE 7 (NOW EMPLOYED))					
9-COMPUTE 5 YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)					
TO ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.					
YEARLY GOALS	1 YR.	2 YRS.	3 YRS.	4 YRS.	5 YEARS
MALE GOALS	NO	GOALS	NEC	ESS	ARY
FEMALE GOALS	NO	GOALS	NEC	ESS	ARY

0.84

+0.84

+13.26

0

TABLE III AVAILABILITY ANALYSIS ~ GOALS AND TIMETABLES WORK SHEET

EEO-4 JOB CATEGORY- Technicians		JOB FAMILY NUMBER- 100			
TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--*AVAILABLE IN LABOR MARKET-- 35,901		**NOW EMPLOYED BY AGENCY-- 100			
DATE August 5, 1976	MINORITY--TOTAL MALE AND FEMALE		MALE		
SINGLE AVAILABILITY SOURCE: STAT--NATIONAL--OTHER Table 172		JOB FAMILY NUMBER- 100			
AVAILABILITY CLASSIFICATION USED: Professional, Technical & Kindred workers		STAT--NATIONAL--OTHER Table 172			
ETHNIC STATUS		PRESENT STATUS			
	*AVAILABLE	**NOW EMPLOYED	PRESENT STATUS		
	NO. %	NO. %	% AVAILABLE MINUS % NOW EMPLOYED		
1-WHITE	73 0.20 %	0 0 %	-0.20 %		
2-BLACK	306 0.85 %	0 0 %	-0.85 %		
3-SPANISH AMERICAN	324 0.90 %	6 6.00 %	+5.10 %		
4-NATIVE AMERICAN	28 0.08 %	0 0 %	-0.08 %		
5-ASIAN AMERICAN	731 2.04 %	6 6.00 %	-0.04 %		
6-OTHER	731 2.04 %	6 6.00 %	-0.04 %		
7-TOTAL	731 2.04 %	6 6.00 %	-0.04 %		
8-PRESENT UTILIZATION--LINE 7 (% AVAILABLE MINUS LINE 7 (NOW EMPLOYED))			+3.96 %		
9-COMPUTE 5 YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)		0			
10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.		0			
YEARLY GOALS	1 YR.	2 YRS.	3 YRS.	4 YRS.	5 YEARS
ADJUSTMENTS	NO	GOALS	NEC	ESS	ARY
FEMALES	NO	GOALS	NEC	ESS	ARY

AVAILABILITY ANALYSIS ~ GOALS AND TIMETABLES WORK SHEET

TABLE V

JOB CATEGORY - Office/Clerical		MINORITY--TOTAL MALE AND FEMALE					JOB FAMILY NUMBER--						
1976		August 5					FEMALE						
TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--		37,204					298						
TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--		37,204					298						
TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--		37,204					298						
CIRCLE AVAILABILITY SOURCE: STATE-NATIONAL--OTHER		Table 172					STATE-NATIONAL--OTHER		Table 172				
AVAILABILITY CLASSIFICATION: USED: Clerical & Kindred workers													
ETHNIC STATUS		*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS		*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS	
		NO.	%	NO.	%	% AVAILABLE MINUS % NOW EMPLOYED		NO.	%	NO.	%	% AVAILABLE MINUS % NOW EMPLOYED	
1-WHITE		61	0.16%	0	0%	-0.16%		50	0.13%	0	0%	+0.13%	
2-BLACK		229	0.62%	2	0.67%	+0.05%		152	0.41%	2	0.67%	+0.26%	
3-SPANISH AMERICAN		629	1.69%	6	2.02%	+0.33%		488	1.31%	6	2.02%	+0.71%	
4-NATIVE AMERICAN		54	0.15%	1	0.34%	+0.19%		42	0.11%	1	0.34%	+0.28%	
5-ASIAN AMERICAN													
6-OTHER													
7-TOTAL		973	2.62%	9	3.02%	+0.40%		28,668	77.06%	293	98.32%	+21.26%	
8-PRESENT UTILIZATION--LINE 7 (% AVAILABLE MINUS LINE 7 (NOW EMPLOYED))													
9-COMPUTE 5 YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)													
10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.													
EARLY GOALS	1 YR.	NO GOALS	2 YRS.	NEC	3 YRS.	ESS	4 YRS.	ESS	5 YRS.	ARY			
GOALS	NO	NO	GOALS	NEC	ESS	ESS	ARY						

Section 2. Availability Study:

The analysis completed for each job category on the Goals and Timetables Worksheets is based on the State of Montana as the recruitment and relevant external labor market area. All data on minority and female availability in the labor market were drawn from Table 172 of the 1970 U.S. Census.

The analysis reveals a slight underutilization of male and female minorities only in the Officials/Administrators category.

Overutilization, especially of women, occurs in all categories. The greatest incidence shows in the Professional, Technical, Para-professional and Office/Clerical categories, where women comprise in excess of 50% of the total number employed in the respective job category.

Information on promotable and transferable employees and on training opportunities is included in Item IX Job Structuring and Upward Mobility.

The following turnover statistics are based on a five year average and are used in assessing training needs, job restructuring in establishing timetables as required for correcting areas of underutilization:

Officials/Administrators.....	.70%	for past 5 years
Professionals.....	6.66%	for past 5 years
Para-professionals.....	3.13%	for past 5 years
Technicians.....	4.15%	for past 5 years
Office/Clerical.....	10.32%	for past 5 years

These rates are slightly inflated due to program expansion over the time periods involved.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. The goals and timetables established will be reviewed and more appropriate timetables established, as necessary. Any such changes will be subject to the approval of the State EEO Bureau through final approval of the Department's Affirmative Action Plan.	EEO Officer; Division Administrators	Ongoing

VI. GOALS AND TIMETABLES

Section 1. Goals and Timetables:

<u>Officials and Administrators</u>	<u>Minority</u>	<u>Female</u>	<u>Target Date</u>
1 Year	No Goal	No Goal	- - - - -
5 Years	No Goal	No Goal	- - - - -

Good faith efforts will be maintained in the continued recruitment and selection of women, minorities and the handicapped.

VII. RECRUITMENT

Section 1. Recruitment Procedure:

Goal: To identify present discriminatory practices and to establish affirmative recruitment procedures to encourage the greatest number of affected class members to apply for vacant positions.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Present recruitment methods and procedures will be reviewed to identify and document those which may be discriminatory on a semi-annual basis.	Chief Personnel Officer EEO Officer	October 1977; semi-annual
2. The Department will forward agency job bulletins on vacant positions to all agency offices statewide to be posted for a minimum of 10 calendar days. Position bulletins and functional job descriptions are also forwarded to the Merit System as vacancies occur.	Chief Personnel Officer	As approved vacancies arise

Follow-up

The recruitment methods will be revised as necessary to maintain non-discriminatory practices. Subsequent recruitment and advertising of positions is handled by the Merit System. (See list of recruitment sources in Appendix 3).

Section 2. Recruitment Literature:

Goal: To ensure that job announcements, publications, and other recruitment literature will be acceptable to all groups and will reflect the Department's commitment to equal employment opportunity.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Review job announcements, publications, and other recruitment literature to identify and document discriminatory language, wording, and photographs. Sex-segregated listings shall not be used unless sex-segregation is a bona fide occupational qualification for the job.	EEO Officer; Chief Personnel Officer	Ongoing
2. Using documentation of discriminatory language nondiscriminatory wording and photographs will be developed and substituted. Job announcement format and other recruitment literature will be standardized throughout the Department. Recruitment literature will also be written in a clear, concise manner to be understandable to all job applicants.	EEO Officer; Chief Personnel Officer	Ongoing
3. All recruitment literature will state, "An Equal Opportunity Employer."	Chief Personnel Officer	Current

VIII. SELECTION PROCEDURES

Section 1. Selection and Placement

The Agency must hire employees only through the Montana Merit System program, as mandated by the Federal Government. The Merit System makes all referrals through the utilization of test scores, listed upon a register which is called for by appropriate agency officials when vacancies occur. Employee selection procedures under the Merit System are subject to Equal Employment Opportunity Commission guidelines and include all tests (written, performance and oral), education and experience ratings, structured interviews, reference vouchers, and application forms; and must be designed to ensure equal employment for all "affected class" members.

Goal: To determine employee selection and placement solely on job related qualifications without discrimination and to ensure all agency personnel with responsibilities in the selection and placement process are aware of the Affirmative Action Plan.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Supervisory personnel will be notified in writing of the Agency's Policy Statement and Affirmative Action Plan and will be further reminded of their responsibilities under the Merit System hiring procedures in writing with the following statement: "Those within the Agency who are in authority to select personnel are reminded any job qualification or selection standard that disproportionately screens out members of the affected class is prohibited and the use of any test or selection procedure which adversely affects hiring, promotion, transfer or employment of "affected class" members constitutes discrimination and is against the law. Any person, whether employed by this Agency or not, is asked to bring such previously mentioned prohibitions to the atten-	EEO Officer, Supervisory personnel	October 1977; Ongoing

IX. JOB STRUCTURING AND UPWARD MOBILITY

Section 1. Classification:

Goal: To ensure that job classifications are based on job related criteria and that class specifications specifications accurately reflect the minimum qualifications for a position.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Job classifications will be reviewed to identify and correct inaccuracies, as required.	EEO Officer Chief Personnel Officer	Current and ongoing
2. Recommendations for revision of class specifications, to meet realistic promotion needs and to correct inaccuracies in job related qualifications, will be sent to the State Classification Bureau.	EEO Officer; Chief Personnel Officer	Current and ongoing
3. Vacancies will be reviewed to determine if they can be filled equally well by the substitution of two part-time positions for one full-time position.	EEO Officer; Division Administrators	Current and ongoing

Follow-up

All appropriate requests and documentation will be kept on file in the Personnel Bureau.

Section 2. Training:

Goal: To ensure that training opportunities are provided on an equal basis to all Department employees and that consideration will be given to providing on-the-job training opportunities for qualifiable job applicants.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Training opportunities will be reviewed and all employees will be given equal opportunity to participate in available training programs which can assist them to develop their careers as fully as possible in filling vacant positions.	EEO Officer; Training & Staff Development; Immediate Supervisor	Current and ongoing
2. The availability of training opportunities and programs within the Department will be identified and used when possible. A current list of such opportunities and programs is posted on bulletin boards sufficiently in advance to request approval of attendance and make any arrangements necessary for their absence from the office.	EEO Officer; Division Administrators; Training & Staff Development	Current and ongoing

Follow-up

Successful completion of each training program will be noted in the employee's personnel file and considered during evaluations and the selection process for promotion. Employees will notify the Personnel Bureau of training completed.

Section 3. Promotions and Transfers:

Goal: To eliminate all discriminatory barriers to upward mobility accomplished through promotion and transfer.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. All policies, procedures and criteria affecting promotion and transfer will be reviewed and any discriminatory barriers eliminated.	EEO Officer; Chief Personnel Officer	Current and ongoing
2. All promotions and transfers will be reviewed regularly through the process of preparing and submitting the Semi-Annual Status Report.	EEO Officer; Chief Personnel Officer	Initiate with first semi-annual report; semi-annual

X. PERSONNEL ACTIONS

Section 1. Compensation:

Salary levels for positions within the Department are determined by the statewide classification and pay plan. The statewide matrix is established by the Classification Bureau in the Personnel Division of the Department of Administration.

Goal: To assure non-discriminatory administration of the statewide pay plan within the Department.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. All job descriptions and actual job functions will be compared to be sure that all jobs requiring substantially similar work are classified at the same grade level and therefore compensated at the same rate. If necessary, reclassification requests will be submitted to correct any existing inequities.	EEO Officer; Chief Personnel Officer	Current and ongoing

Follow-up

As job descriptions change or new jobs are created, the Personnel Bureau will review the changes and coordinate reclassification efforts with the State Classification Bureau.

Section 2. Benefits:

The Department does not control the medical, hospital, accident or life insurance; retirement and pension; or leave benefits available to Department employees. Benefits are established for all State employees by the State of Montana.

Goal: To assure non-discriminatory administration of all benefits and conditions of employment within the Department.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. All terms, conditions and privileges of employment within the Department will be reviewed and applied or made available to all employees without discrimination.	EEO Officer; Chief Personnel Officer	Current and ongoing

Follow-up

The EEO Officer will certify that all benefits, terms, conditions and privileges of employment have been reviewed for compliance with EEO principles once the review is completed.

Section 3. Job Performance Evaluations:

Goal: To insure that all employees will be evaluated solely on job performance and other specific job-related criteria without discrimination.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Performance evaluations will be conducted after the first five months of employment to determine action to be taken at the end of the six month probationary period. They will be conducted as required, but not less than once a year.	Immediate supervisors	Current and ongoing
2. Evaluations of an employee's performance will be included in the employee's personnel file.	Chief Personnel Officer	Current and ongoing

Follow-up

The evaluation procedure will be reviewed annually and revised as needed. Employees have the right to contest their evaluations.

Section 4. Disciplinary Action and Termination:

Goal: To assure that all disciplinary actions, demotions and terminations are based solely on job-related, non-discriminatory criteria.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Unsatisfactory job performance will be noted and discussed with an employee through at least one performance evaluation; appropriate corrective action will be suggested before disciplinary action, demotion or termination occurs. The employee will be given a reasonable but definite period of time in which to improve job performance before disciplinary action, demotion or termination occurs.	Chief Personnel Officer; Immediate supervisor	Current and ongoing
2. Disciplinary action, demotion and termination decisions will be based solely on job-related criteria equally applicable to all employees in similar jobs.	Employees responsible for decisions; Subject to Department review	Current and ongoing
3. Reasons for termination are requested on all termination forms submitted to the Personnel Office. If discrimination, real or perceived, influenced the employee's decision, such matters will be examined and corrective action initiated. See Section 1, XIV Records and Reports, recordkeeping requirements on disciplinary action, demotions and terminations.	Chief Personnel Officer	Initiate October 1, 1977; ongoing

Follow-up

The Personnel Office will maintain records on all employees for at least 2 years.

XI. CONTRACTS

Section 1. Collective Bargaining Agreements:

Goal: To ensure that all collective bargaining agreements contain a non-discrimination clause covering all procedures of the agreement in compliance with Executive Order 11246, as amended, and Section 64-318 to Section 64-320, R.C.M. 1947.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Existing collective bargaining agreements will be reviewed to ensure the presence of a non-discrimination clause.	EEO Officer	Current and ongoing

Follow-up

All subsequent collective bargaining agreements are to contain the non-discrimination clause.

XII. SUBCONTRACTORS AND SUBGRANTEES

Section 1. Subcontractors and Subgrantees:

Goal: To insure that all parties involved in doing business with the Department adhere to and are in compliance with the Affirmative Action Plan and Section 64-316 to Section 64-330, R.C.M., 1947.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. An affirmative action policy statement will be included with each application for funding or grant proposal. This will also pertain to all Title VII project efforts.	Affected Division Administrators	Current and ongoing

Follow-up

Affected parties will be contacted to verify their awareness of the Affirmative Action Plan and to assist them in ensuring compliance. The Division Administrators and the Personnel Bureau will coordinate this follow-up.

XIII. COMPLAINT PROCEDURE

Section 1. Statute of Limitations:

Goal: To ensure current, former, and prospective employees, prompt and impartial hearings for discriminatory complaints.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Employees filing a complaint will be informed of their legal right to file with the State Human Rights Division or the United States Equal Employment Opportunity Commission any time during the internal complaint process. Employees must file with the Human Rights Division within 180 days of the discriminatory incident to be covered by the State Human Rights Act.	EEO Officer	Upon initiation of informal or formal complaint process
2. The Complaint resolution procedure will be reviewed on a semi-annual basis in conjunction with semi-annual status reports.	EEO Officer	December 1977 semi-annual
3. Reference Merit System Rule 2-3.34 (58) - S34490 GRIEVANCES and Rule 2-3.34 (58) - S34500 APPEALS.	EEO Officer	Ongoing

Section 2. Informal Resolution:

- Step 1. Any complaint relating to a discriminatory incident shall first be taken up jointly with the employee's immediate supervisor and the EEO Officer within 15 days of such complaint.
- Step 2. If the complaint cannot be resolved in this manner, it shall be presented to the Division Administrator or affected County Director, in writing, within 5 days of Step 1. They shall have 5 days to render a decision.
- Step 3. If no settlement can be reached at Step 2, it shall be presented in writing to the Department Director, or his designated representative, within 5 days of Step 2, who shall render a decision within 10 days.

Should this informal resolution fail to resolve the situation, the employee may invoke the Formal Resolution as defined in Section 3 of this Plan by the Merit System Council Rules for Grievances and Appeals:

Contact Tim Jones, EEO Officer, at 449-3141 for information as required.

Section 3. Formal Resolution:

If the informal resolution procedure fails to resolve the complaint to the Complainant's satisfaction, he/she may initiate the formal resolution procedure in accordance with the following Merit System Council Rules. The Complainant will complete the Complaint of Discrimination form to be filed with the Montana State Merit System Council.

2-3.34(58)--S34490 GRIEVANCES (1):

Each agency participating in the Montana State Merit System will have a standardized procedure for processing grievances. No employee will be allowed to file an appeal or request a hearing before the Merit System Council until such employee has exhausted the remedies as outlined in the grievance procedure developed by the agency. In the grievance procedure, the agency will stipulate a time frame for completion of each step that is not unreasonable or would present a hardship to an employee attempting to resolve a grievance. (History: Sec. 59-914, R.C.M., 1947; NEW MAC Notice No. 2-3-34-1; MAC Order No. 2-3-34-2; Adp. 3/17/76; Eff. 4/5/76.)

2-3.34(58)--S34500 APPEALS (1):

Permanent Employees. Permanent employees who have been reclassified, demoted, suspended, dismissed, retired, separated through a reduction in force, denied reinstatement when the employee's previous class of position is open, or allege that they have been subject to discrimination as defined in sub-Chapter 38, Rule 2-3.34(38)--S34300, paragraph (2), may appeal to the Montana State Merit System Council. Such appeals must be made within thirty (30) calendar days after the effective date of exhaustion of the grievance procedure on which the appeal is based. The appeal must be in writing and must state the basis and facts surrounding the alleged grievance. A formal hearing before the Merit System Council will be arranged by the Merit System Administrator within fifteen (15) calendar days upon receipt of the written appeal. The Attorney General's Model Rule 14 is modified to this extent. The executive officer of the agency will be furnished a copy of the appeal in advance of the hearing. The employee, the employee's immediate supervisor, and the appointing authority will be notified reasonably in advance of the hearing and will have the right to bring witnesses, give evidence, and/or have someone represent them. The decision of the Council in all appeals will be final and binding upon the agency and employee, but does not preclude the agency's or employee's right to appeal the Council's decision before a Montana District Court as provided under the Montana Administrative Procedures Act, Section 82-4216, R.C.M., 1947. It is noted that the Council does not have the authority to render final and binding decisions in discrimination cases prior to appeal. This authority rests with the State Human Rights Division of the Equal Employment Opportunity Commission.

Section 4. Retaliation:

Termination, demotion, or any form of punishment or harassment against an employee for filing a charge, or against any person giving testimony in the resolution of complaints, is illegal and will not be tolerated.

Such action receives top priority from the State Human Rights Division and the United States Equal Employment Opportunity Commission, often resulting in back pay, awards and reinstatement.

XIV. RECORDS AND REPORTS

Section 1. Records and Reports:

Goal: To establish and implement a comprehensive auditing and evaluation procedure which will accurately measure the Department's progress in its Affirmative Action Program.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Accurate completion and submission of the Affirmative Action Plan and Semi-Annual Affirmative Action Status Reports to the Equal Employment Opportunity Bureau will be assured through participation in and final review of the Plan and the Semi-Annual Reports. Confidentiality will be assured through the use of cross-code lists. The Report will be public information.	Executive Officer; EEO Officer	Every 6 months following plan approval.
2. An auditing and evaluation procedure will be established to review the Department's Affirmative Action Plan on a continuing and regular basis.	EEO Officer	October 1977; Semi-annual
3. All personnel files and records documenting personnel actions will be kept for a period of at least 2 years.	Chief Personnel Officer	Current and ongoing

Table 172. Occupation of the Experienced Civilian Labor Force by Race and Sex, and Weeks Worked in 1969 and Experienced Workers Not in Labor Force by Sex: 1970

[Data based on sample; see text for meaning of symbols; see text]

The State
Standard Metropolitan Statistical
Areas of 250,000 or More

THE SEATE

	Total experienced civilian labor force	White	Negro	Persons of Spanish language	Weeks worked in 1969 of the experienced civilian labor force			Year last worked of experienced workers not in labor force			
					Total	50 to 52 weeks	27 to 49 weeks	1 to 26 weeks	1960-63	1964-68	1969-70
Males, 16 years old and over	166 726	164 137	300	1 601	166 293	120 683	30 048	15 662	4 149	10 250	25 149
Professional, technical, and kindred workers	20 171	19 274	57	179	20 076	14 643	4 040	1 394	172	610	1 959
Accountants	1 251	1 249	-	-	1 248	1 082	125	41	15	61	63
Architects	117	117	-	-	117	98	19	-	8	4	5
Computer specialists	193	193	-	-	193	164	19	10	-	6	4
Engineers	2 048	2 034	3	8	2 036	1 779	192	65	21	105	154
Aeronautical and astronautical	-	-	-	-	-	-	-	-	-	-	-
Civil	829	818	-	-	817	723	66	28	10	67	74
Electrical and electronic	447	447	-	-	447	382	60	5	5	19	26
Mechanical	130	130	-	-	130	120	5	5	5	6	19
Other engineers	642	619	3	0	642	554	61	27	5	11	35
Lawyers and judges	811	811	-	7	811	713	68	30	-	13	9
Life and physical scientists	773	762	6	6	773	685	51	37	6	18	75
Chemists	145	145	-	6	145	112	28	5	5	13	30
Physicians, dentists, and related practitioners	1 566	1 544	6	20	1 560	1 295	244	21	27	63	18
Dentists	290	290	-	-	290	206	79	5	10	-	4
Pharmacists	286	286	-	-	286	276	10	-	10	33	5
Physicians, medical and osteopathic	665	655	-	20	659	538	109	12	-	19	5
Other related practitioners	325	313	6	-	325	275	46	4	7	11	4
Health technologists and technicians	243	237	-	7	243	199	11	33	6	-	19
Religious workers	994	989	-	19	978	902	39	37	-	52	31
Social scientists	146	135	6	-	146	123	23	-	-	6	6
Social and recreation workers	421	385	4	6	421	266	67	88	5	16	80
Teachers	5 080	4 999	17	58	5 048	2 528	2 064	456	22	75	276
College and university	1 505	1 456	17	29	1 493	678	653	162	9	14	102
Elementary and prekindergarten	1 124	1 108	-	6	1 119	557	462	100	4	29	76
Secondary	2 227	2 211	-	16	2 212	1 169	891	152	9	28	78
Engineering and science technicians	1 896	1 830	-	-	1 883	1 361	352	170	5	47	370
Draftsmen and surveyors	972	929	-	-	965	697	183	85	5	24	191
Electrical and electronic engineering technicians	258	258	-	-	252	238	10	4	-	-	10
Technicians, except health, and engineering and science	572	572	-	6	572	496	58	18	-	19	45
Airplane pilots	135	135	-	-	135	125	10	-	-	4	25
Writers, artists, and entertainers	1 324	1 288	-	9	1 318	840	253	225	-	37	256
Other professional, technical, and kindred workers	2 734	2 679	15	33	2 729	2 111	425	163	58	93	548
Managers and administrators, except farm	20 425	20 205	15	149	20 315	17 956	1 866	471	495	1 036	1 081
Buyers, purchasing agents, and sales managers	1 763	1 752	-	-	1 750	1 618	94	38	74	65	133
School administrators	819	798	-	7	819	625	184	10	11	29	14
Specified managers and administrators, public administration	1 767	1 696	-	35	1 724	1 520	136	68	57	147	123
Other specified managers and administrators	3 459	3 431	7	22	3 438	2 948	362	128	132	210	178
Management administrators, n.e.c., salaried	8 007	7 943	-	57	7 987	7 240	592	155	105	358	342
Manufacturing	825	813	-	4	825	761	60	4	19	43	38
Wholesale and retail trade	3 666	3 647	-	21	3 662	3 361	263	38	18	104	170
Transportation, communications, and other public utilities	1 068	1 062	-	25	1 068	993	71	4	43	85	56
All other industries	2 448	2 421	-	7	2 432	2 125	198	109	25	126	118
Managers and administrators, n.e.c., self-employed	4 610	4 585	8	28	4 597	4 007	518	72	116	227	271
Construction	843	839	-	9	843	635	189	19	-	33	60
Manufacturing	355	355	-	-	355	273	71	11	6	5	13
Wholesale and retail trade	2 295	2 283	3	19	2 282	2 110	154	18	87	96	98
All other industries	1 117	1 108	5	-	1 117	989	104	24	23	93	120
Sales workers	9 224	9 154	-	58	9 084	7 431	1 37	516	140	280	701
Insurance agents, brokers, and underwriters	1 288	1 282	-	18	1 278	1 128	129	21	26	30	14
Real estate agents and brokers	453	453	-	8	448	382	47	19	9	26	29
Sales representatives, manufacturing industries	575	575	-	5	575	494	61	20	-	21	21
Sales representatives, wholesale trade	1 831	1 819	-	5	1 814	1 659	122	33	9	37	103
Sales clerks, retail trade	2 183	2 152	-	11	2 143	1 577	395	171	41	97	318
Salesmen, retail trade	1 451	1 445	-	-	1 435	1 158	177	100	25	26	59
Salesmen of services and construction	292	287	-	5	292	244	48	-	-	5	32
Other sales workers	1 151	1 141	-	6	1 099	789	158	152	30	36	125
Clerical and kindred workers	8 536	8 294	11	77	8 433	6 647	1 056	729	230	570	1 030
Bank tellers and cashiers	301	301	-	15	296	188	66	42	-	27	69
Bookkeepers and billing clerks	783	770	-	-	783	659	81	43	28	82	78
Mail handlers and postal clerks	1 566	1 555	-	7	1 557	1 400	98	59	33	77	122
Other clerical and kindred workers	5 886	5 668	11	55	5 796	4 400	811	585	169	384	761
Craftsmen and kindred workers	22 364	21 451	83	268	21 975	23 271	4 642	2 062	953	2 316	3 566
Apparel craftsmen and upholsterers	152	141	-	-	148	114	28	6	-	6	-
Bakers	236	233	3	8	236	221	5	10	9	16	9
Cabinetmakers	122	122	-	-	122	91	14	17	10	20	20
Construction craftsmen	10 340	9 923	52	74	10 198	5 660	3 575	963	290	960	1 570
Carpenters	3 512	3 351	7	27	3 467	1 624	1 440	403	157	383	659
Excavating, grading, and road machine operators	2 621	2 480	37	13	2 602	1 389	1 007	206	41	193	263
Electricians	1 369	1 346	4	10	1 344	1 111	183	50	14	76	72
Masons and tile setters	345	333	-	7	333	145	139	49	12	22	27
Painters, construction and maintenance, and paperhangers	680	668	-	4	667	282	283	102	10	119	317
Plasterers and cement finishers	212	202	4	7	212	51	122	39	11	50	66
Plumbers and pipe fitters	1 142	1 103	-	6	1 114	818	235	61	41	108	101
Other construction craftsmen	459	440	-	-	459	240	166	53	4	9	65
Foremen, n.e.c.	3 537	3 486	-	14	3 527	3 142	340	45	113	293	207
Manufacturing	1 080	1 058	-	7	1 080	1 004	71	5	40	129	88
Nonmanufacturing industries	2 457	2 428	-	7	2 447	2 138	269	40	73	164	119
Linemen and servicemen, telephone and power	1 237	1 208	-	5	1 232	1 126	92	14	10	41	60
Locomotive engineers and firemen	726	721	-	-	726	620	93	13	39	56	35
Mechanics and repairmen	8 595	8 413	17	80	8 522	6 781	1 209	532	149	299	607
Air conditioning, heating, and refrigeration	190	190	-	-	190	142	25	23	-	9	19
Aircraft	117	117	-	-	117	100	12	5	-	10	23
Automobile, including body	3 781	3 731	12	57	3 760	2 952	567	241	62	94	186
Radio, television	479	479	-	-	475	369	89	17	-	15	64
Other mechanics and repairmen	4 028	3 896	5	23	3 980	3 218	516	246	87	171	315
Metal craftsmen, except mechanics	1 628	1 594	-	40	1 613	1 315	217	81	88	124	131
Machinists and job and die setters	751	723	-	15	741	597	113	31	61	65	23
Sheetmetal workers and tinmiths	300	300	-	-	295	233	33	29	9	5	16
Tool and die makers	21	21	-	-	21	16	5	-	-	-	6
Other metal craftsmen	556	550	-	25	556	469	66	21	18	54	86
Printing craftsmen	636	623	-	7	625	537	73	15	16	33	20
Compositors and typesetters	417	409	-	7	406	351	40	15	5	27	20
Pressmen and plate printers, printing	168	168	-	-	173	156	17	-	-	6	-
Stationary engineers and power station operators	1 164	1 164	-	11	1 159	981	139	39	57	131	84
Other craftsmen and kindred workers	3 991	3 823	-	29	3 867	2 683	857	327	172	337	823

Table 172. Occupation of the Experienced Civilian Labor Force by Race and Sex, and Weeks Worked in 1969 and Experienced Workers Not in Labor Force by Sex: 1970—Continued

[Data based on sample, see text. For meaning of symbols, see text.]

The State
Standard Metropolitan Statistical
Areas of 250,000 or More

THE STATE—Continued

Males, 16 years old and over—Continued

	Total experienced civilian labor force	White	Negro	Persons of Spanish language	Weeks worked in 1969 of the experienced civilian labor force				Year last worked of experienced workers not in labor force		
					Total	50 to 52 weeks	27 to 49 weeks	1 to 26 weeks	1960-63	1964-68	1969-70
Operatives, except transport	16 108	15 557	24	197	15 796	9 978	3 843	1 975	372	977	2 383
Assemblers.....	171	148	-	6	171	114	39	18	-	20	38
Checkers, examiners, and inspectors, manufacturing.....	148	140	-	-	143	99	31	13	-	-	19
Garage workers and gas station attendants.....	2 215	2 150	15	18	2 087	1 097	414	576	32	72	493
Laundry and drycleaning operatives, n.e.c.....	179	179	-	6	179	115	40	24	9	22	39
Meat cutters and butchers.....	943	913	-	15	943	727	158	58	-	66	81
Mine operatives, n.e.c.....	1 827	1 785	-	16	1 797	1 124	535	138	107	257	245
Packers and wrappers, except produce.....	264	250	-	-	264	130	84	50	9	5	49
Painters, manufactured articles.....	90	90	-	14	90	66	13	11	4	-	16
Precision machine operatives.....	132	132	-	4	132	88	30	14	4	17	22
Sawyers.....	1 380	1 334	-	22	1 365	761	524	80	22	72	121
Stationary firemen.....	409	399	-	-	409	327	52	30	15	34	23
Textile operatives.....	31	14	-	-	31	11	9	11	-	-	6
Welders and flamecutters.....	1 184	1 141	9	7	1 179	757	333	89	4	38	157
Other metalworking operatives.....	874	832	-	28	863	617	142	104	30	46	90
Other specified operatives.....	2 718	2 621	-	18	2 655	1 543	728	374	29	150	406
Miscellaneous and not specified operatives.....	3 540	3 429	-	43	3 488	2 402	661	425	107	178	477
Occupation											
Machine operatives, miscellaneous specified.....	1 750	1 707	-	27	1 722	1 778	321	123	46	60	165
Machine operatives, not specified.....	326	326	-	-	326	234	38	54	13	25	35
Miscellaneous operatives.....	974	946	-	5	963	617	196	150	39	56	181
Not specified operatives.....	490	450	-	11	477	273	106	98	9	37	98
Industry											
Manufacturing.....	2 579	2 496	-	32	2 554	1 850	453	251	45	116	276
Durable goods.....	1 730	1 681	-	21	1 713	1 230	324	159	35	61	152
Wood products, including furniture.....	725	725	-	-	725	513	171	41	11	4	53
Primary metal industries.....	736	712	-	21	724	588	80	56	10	36	43
Fabricated metal industries.....	35	26	-	-	35	15	5	15	-	-	8
Machinery, including electrical.....	13	13	-	-	13	13	-	-	8	4	17
Motor vehicles and equipment.....	26	26	-	-	26	12	9	5	-	-	5
Transportation equipment, except motor vehicles.....	195	179	-	-	190	89	59	42	6	17	36
Other durable goods.....	842	808	-	11	834	613	129	92	10	55	124
Food and kindred products.....	408	400	-	-	404	289	64	51	5	39	69
Apparel and other fabricated textile products.....	11	5	-	-	11	-	-	11	-	-	-
Paper and allied products.....	98	93	-	11	98	72	26	6	-	-	20
Chemicals and allied products.....	38	38	-	-	38	26	6	6	5	-	3
Other nondurable goods.....	287	272	-	-	283	226	33	24	-	16	31
Not specified manufacturing industries.....	7	7	-	-	7	7	-	-	-	-	-
Nonmanufacturing industries.....	961	933	-	11	934	552	208	174	67	62	201
Transportation, communications, and other public utilities.....	237	232	-	6	237	178	39	20	37	24	51
Wholesale and retail trade.....	321	311	-	5	294	167	61	66	7	24	71
All other industries.....	403	390	-	-	403	207	108	88	18	14	69
Transport equipment operatives	9 914	9 676	10	24	9 835	6 594	2 454	787	237	398	1 074
Bus drivers.....	533	511	-	-	533	334	157	12	22	22	45
Taxicab drivers and chauffeurs.....	178	159	-	6	178	122	45	11	-	9	29
Truck drivers and deliverymen.....	7 050	6 917	6	50	6 989	4 561	1 836	592	138	214	818
Other transport equipment operatives.....	2 153	2 089	4	18	2 135	1 577	416	142	77	53	186
Laborers, except farm	12 450	11 845	20	248	12 067	6 094	3 385	2 588	315	957	4 454
Construction laborers.....	2 460	2 289	7	39	2 405	923	965	517	81	184	1 093
Freight, stock, and material handlers.....	3 804	3 688	-	83	3 695	2 053	918	724	33	192	951
Other specified laborers.....	3 074	2 934	13	45	2 966	1 451	866	649	83	278	1 268
Miscellaneous and not specified laborers.....	3 112	2 934	-	79	3 001	1 667	636	698	118	303	1 142
Occupation											
Miscellaneous laborers.....	1 262	1 173	-	54	1 220	846	217	157	81	156	178
Not specified laborers.....	1 850	1 761	-	25	1 781	821	419	541	37	147	764
Industry											
Manufacturing.....	1 315	1 274	-	5	1 275	739	286	250	28	79	317
Durable goods.....	1 146	1 109	-	5	1 106	668	260	178	28	69	243
Wood products, including furniture.....	440	430	-	-	435	245	92	98	22	47	112
Metal industries.....	632	623	-	5	607	400	143	64	6	15	114
Machinery, including electrical.....	6	6	-	-	6	-	6	-	-	-	-
Transportation equipment.....	6	6	-	-	6	-	-	6	-	-	-
Other durable goods.....	62	44	-	-	52	23	19	10	-	7	-
Nondurable goods.....	169	165	-	-	169	71	26	72	-	10	76
Food and kindred products.....	109	105	-	-	109	39	19	51	-	6	49
Not specified manufacturing industries.....	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries.....	1 297	1 660	-	74	1 726	928	350	448	99	221	877
Railroads and railway express service.....	730	686	-	58	714	527	129	50	56	112	277
Transportation, except railroads.....	65	65	-	-	59	18	18	21	-	1	-
Communications, and utilities and sanitary services.....	177	172	-	-	177	106	43	38	20	6	57
Wholesale and retail trade.....	386	357	-	4	377	146	66	165	6	49	143
All other industries.....	439	380	-	12	399	131	94	174	8	57	82
Farmers and farm managers	18 046	17 842	-	55	17 953	14 208	1 389	455	562	1 244	1 691
Farm laborers and farm foremen	9 219	8 691	4	109	9 023	4 868	2 028	7 129	211	776	4 561
Part farm laborers and farm foremen.....	8 419	7 895	4	101	8 214	4 319	1 947	1 978	233	728	4 013
Unpaid family workers.....	800	796	-	-	759	527	81	151	-	48	511
Service workers, except private household	13 147	11 546	76	189	11 757	4 978	3 374	2 505	440	1 165	2 523
Cleaning service workers.....	4 380	4 121	39	88	4 254	2 411	887	923	184	423	977
Food service workers.....	3 132	3 005	31	59	3 009	1 309	642	976	91	333	1 177
Knocks, except private household.....	731	663	31	17	716	391	122	103	11	104	177
Busboys and dishwashers.....	751	741	-	21	698	111	154	411	6	11	4
Multi-service workers.....	153	121	-	7	126	72	116	85	15	16	27
Personal service workers.....	1 305	1 240	6	22	1 252	753	277	222	19	117	277
Private household service workers.....	2 230	2 117	-	13	2 219	1 773	275	171	93	204	211
Firemen, fire protection.....	340	335	-	-	340	277	43	5	11	11	14
Guards and watchmen.....	647	628	-	-	647	410	139	98	56	143	111
Policemen and detectives.....	896	817	-	8	885	758	70	57	18	31	45
Private household workers	87	71	-	-	81	18	14	51	-	31	23
Unemployed persons, last worked 1959 or earlier¹	34	31	-	-	-	-	-	-	-	-	-

¹Includes allocated cases not shown separately. ²See text for explanation.

Table 172. Occupation of the Experienced Civilian Labor Force by Race and Sex, and Weeks Worked in 1969 and Experienced Workers Not in Labor Force by Sex: 1970—Continued

[Data based on sample; see text for meaning of symbols; see text]

The State and Metropolitan Statistical Areas of 250,000 or More

THE STATE (Continue)

	Total experienced civilian labor force	White	Negro	Persons of Spanish language	Weeks worked in 1969 of the experienced civilian labor force				Year last worked of experienced workers not in labor force		
					Total	50 to 52 weeks	27 to 49 weeks	1 to 26 weeks	1960-63	1964-68	1969-70
Female, 16 years old and over	90 886	68 393	167	772	84 760	43 126	21 851	19 783	8 880	23 325	33 514
Professional, technical, and kindred workers	15 730	15 394	16	127	15 025	5 950	6 124	2 931	1 075	2 850	4 142
Accountants	173	170	-	-	529	358	64	107	21	49	57
Computer specialists	79	79	-	-	24	24	-	-	-	8	10
Librarians	475	471	-	-	469	215	185	69	4	73	67
Mathematical specialists	11	11	-	-	11	11	-	-	-	7	6
Life and physical scientists	44	44	-	-	38	27	6	5	12	11	16
Registered nurses, dietitians, and therapists	3 180	3 120	4	47	3 107	1 900	711	491	251	640	819
Dietitians	111	97	-	20	111	62	30	19	14	37	37
Registered nurses	2 874	2 836	4	20	2 802	1 767	678	407	237	591	751
Health technologists and technicians	631	626	-	-	617	398	140	79	65	100	88
Social scientists	46	46	-	-	46	19	15	12	-	15	9
Social and recreation workers	384	344	-	-	354	188	99	67	11	72	144
Teachers	461	450	7	8	436	88	216	132	15	34	99
Elementary and prekindergarten	5 419	5 327	5	26	5 218	1 194	3 043	981	414	1 125	1 500
Secondary	1 586	1 570	-	11	1 535	381	803	351	101	339	325
Other teachers	637	632	-	-	615	156	291	168	10	72	108
Engineering and science technicians	147	141	-	-	143	79	29	35	17	34	133
Technicians, except health, and engineering and science	119	106	-	-	115	67	21	27	6	22	37
Writers, artists, and entertainers	587	572	-	-	531	201	170	160	21	90	244
Actors and dancers	-	-	-	-	-	-	-	-	-	10	15
Authors, editors, and reporters	142	137	-	-	135	54	29	52	15	27	52
Other professional, technical, and kindred workers	1 401	1 329	-	27	1 242	644	331	267	127	159	485
Managers and administrators, except farm	4 861	4 805	4	33	4 732	3 706	626	400	374	1 006	977
Buyers, purchasing agents, and sales managers	400	400	-	-	383	318	40	25	28	89	44
Restaurant, cafeteria, and bar managers	595	590	-	6	565	410	98	57	37	147	134
School administrators	190	186	4	-	185	87	77	21	29	25	21
Other specified managers and administrators	1 365	1 317	-	13	1 333	1 053	165	115	124	259	329
Managers and administrators, n.e.c. salaried	1 224	1 219	-	14	1 194	958	130	106	97	293	231
Wholesale and retail trade	483	478	-	-	474	385	52	37	30	69	63
Managers and administrators, n.e.c. self-employed	1 097	1 093	-	-	1 072	880	116	76	59	195	218
Wholesale and retail trade	557	553	-	-	548	451	47	50	50	85	118
Sales workers	7 012	6 960	9	67	6 502	3 307	1 436	1 739	655	2 411	3 136
Demonstrators, hucksters, and peddlers	703	696	-	20	577	241	163	173	20	161	386
Insurance, real estate agents, and brokers	300	300	-	-	285	202	39	44	23	67	60
Sales clerks, retail trade	4 973	4 941	5	42	4 688	2 390	1 038	1 260	675	1 846	2 112
Salesmen, retail trade	237	237	-	-	205	102	58	45	34	90	94
Other sales workers	799	786	4	-	747	337	138	237	103	247	484
Clerical and kindred workers	20 666	27 936	50	152	26 975	16 035	5 606	5 334	3 189	6 565	8 587
Bank tellers	703	703	-	-	687	492	116	77	73	167	159
Bookkeepers	5 422	5 363	13	42	5 222	3 657	811	754	589	975	1 165
Cashiers	2 051	2 017	6	5	1 945	1 092	422	433	194	531	806
Counters, except food	443	439	-	-	409	312	121	126	26	112	199
Equipment and interviewers	436	436	-	-	245	31	45	169	37	65	153
File clerks	362	348	-	7	303	153	105	73	43	107	180
Office machine operators	731	722	-	-	703	418	181	104	91	171	199
Bankkeeping and billing machine operators	151	146	-	-	138	88	26	24	15	69	43
Keypunch operators	423	423	-	-	412	233	109	70	61	86	79
Payroll and timekeeping clerks	116	111	-	-	110	87	14	14	28	6	28
Receptionists	943	924	-	-	879	453	223	203	94	271	375
Secretaries	6 398	6 210	12	22	6 138	3 634	1 090	1 095	719	1 616	1 520
Stenographers	879	857	-	3	872	681	111	80	122	173	139
Telephone operators	1 081	1 068	-	-	1 046	739	165	142	213	387	211
Typists	1 816	1 691	-	18	1 696	802	456	438	252	447	627
Other clerical and kindred workers	7 047	6 847	19	53	6 492	3 491	1 375	1 626	708	1 537	2 826
Craftsman and kindred workers	952	897	2	7	901	493	206	202	70	256	434
Foremen, n.e.c.	86	81	-	-	81	46	28	7	15	29	10
Operatives, except transport	3 091	2 927	6	76	2 898	1 354	715	829	404	1 262	1 596
Assemblers	52	25	-	-	40	16	13	11	25	49	76
Bottling and canning operatives	-	-	-	-	-	-	-	-	9	17	15
Checkers, examiners, and inspectors, manufacturing	38	33	-	-	38	15	19	4	25	26	21
Dressmakers and seamstresses, except factory	295	291	-	-	261	135	66	60	37	106	85
Laundry and drycleaning operatives, including ironers	964	940	-	26	929	573	202	154	80	305	318
Croaders and sorters, manufacturing	39	39	-	-	39	14	5	20	5	33	27
Packers and wrappers, except produce	365	340	-	-	348	214	83	51	50	167	208
Sewars and slitchers	282	244	6	-	253	125	80	48	16	99	109
Textile operatives	10	4	-	-	10	6	-	4	-	6	5
Other specified operatives	556	539	-	-	524	253	102	169	67	247	359
Miscellaneous and not specified operatives	492	472	-	-	456	203	145	108	90	227	373
Manufacturing	247	235	-	-	229	103	88	38	50	123	213
Durable goods	142	142	-	-	129	60	63	6	18	87	129
Machinery, including electrical	-	-	-	-	-	-	-	-	7	5	16
Other durable goods	142	142	-	-	129	60	63	6	11	77	113
Nondurable goods, including not specified manufacturing	100	93	-	-	100	43	25	32	32	41	84
Food and kindred products	54	54	-	-	54	24	11	19	17	11	63
Apparel and other fabricated textile products	4	-	-	-	4	-	-	4	-	5	-
Nonmanufacturing industries	250	237	-	-	227	100	57	70	40	104	160
Transport equipment operatives	383	376	-	-	365	144	1,7	44	4	83	223
Laborers, except farm	1 069	1 028	-	27	951	416	227	308	121	371	611
Farmers and farm managers	869	838	4	8	836	702	52	82	22	72	199
Farm laborers and farm foremen	1 260	1 164	6	3	1 144	680	123	341	64	249	992
Paid farm laborers and farm foremen	574	534	-	5	511	168	58	285	33	199	577
Unpaid family workers	686	630	6	-	633	512	65	56	31	50	415
Service workers, except private household	22 549	22 708	59	290	21 644	9 274	5 689	6 381	2 430	7 213	10 321
Cleaning service workers	3 473	3 369	15	74	3 172	799	976	357	1 191	1 191	1 434
Chambermaids and maids	1 323	1 293	3	48	1 175	435	345	395	190	602	654
Food service workers	11 633	11 260	24	135	10 746	4 042	3 229	3 475	1 392	3 850	5 586
Cooks, except private household	3 627	3 473	8	46	3 463	1 515	1 229	719	320	1 046	1 221
Waiters and food counter workers	5 449	5 319	4	43	4 936	1 560	1 371	2 005	801	2 052	3 233
Health workers	4 142	3 976	10	58	3 907	2 163	861	883	393	1 123	1 481
Nurses, orderlies, and attendants	2 813	2 705	5	50	2 627	1 315	657	655	239	833	1 149
Practical nurses	771	746	5	8	748	545	110	93	65	153	182
Personal service workers	2 813	2 713	6	18	2 585	1 174	740	671	147	697	879
Hairdressers and cosmetologists	1 308	1 294	-	10	1 217	669	336	212	65	313	296
Private household workers	3 197	3 089	11	33	2 787	765	870	1 352	272	965	1 896
Private household workers, living in	132	127	-	-	117	75	35	7	-	5	8
Private household workers, living out	3 065	2 962	11	35	2 670	690	635	1 345	272	960	1 888
Unemployed persons, last worked 1959 or earlier	243	229	-	-	-	-	-	-	-	-	-

*Includes protective service workers and allocated cases not shown separately. †See text for explanation.

APPENDIX 2 - MATERNITY LEAVE (Title 41, Chapter 26, R.C.M. 1947)

41-2601. DEFINITIONS (1) "Commissioner" means the commissioner of labor and industry.

(2) "Employer" means any public or private employer.

41-2602. DENIAL OF MATERNITY LEAVE UNLAWFUL. (1) It shall be unlawful for an employer or his agent:

(a) to terminate a woman's employment because of her pregnancy, or
(b) to refuse to grant to the employee a reasonable leave of absence for such pregnancy, or

(c) to deny to the employee, who is disabled as a result of pregnancy, any compensation to which she is entitled as a result of the accumulation of disability or leave benefits accrued pursuant to plans maintained by her employer; provided that the employer may require disability as a result of pregnancy to be verified by medical certification that the employee is not able to perform her employment duties, or

(d) to retaliate against any employee who files a complaint with the commissioner under the provisions of this act, or

(e) to require that an employee take a mandatory maternity leave for an unreasonable length of time.

-(2) Upon signifying her intent to return at the end of her leave of absence, such employee shall be reinstated to her original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits unless, in the case of a private employer, the employer's circumstances have so changed as to make it impossible or unreasonable to do so.

41-2603. COMPLAINT--HOW FILED. A person claiming to be aggrieved by a violation of section 41-2602 may make, sign, and file a verified complaint with the commissioner of labor and industry which shall state the circumstances of the violation and the particulars thereof and shall contain such other information as may be required by the commissioner. In addition, the commissioner whenever he has reason to believe that section 41-2602 has been or is being violated, may issue a complaint. Within sixty (60) days of the receipt of a complaint the commissioner shall state his findings of fact and decision.

If, upon all the evidence, the commissioner finds that a respondent has engaged in a violation of section 41-2602, he shall state his findings of fact and shall order the respondent to reinstate the complainant if she so desires and to pay to the complainant the damages resulting from the violation. If, upon all the evidence, the commissioner finds that the respondent has not engaged in a violation of section 41-2602, he shall state his findings of fact and shall dismiss the complaint.

41-2604. ENFORCEMENT. The commissioner or his authorized representatives may enter and inspect such places, question such employees, and investigate such facts, conditions, or matters as they consider appropriate, to determine whether any person has violated any provision of this act or any regulation issued hereunder or which may aid in the enforcement of the provisions of this act.

The commissioner or his authorized representatives may administer oaths and examine witnesses under oath, issue subpoenas, compel the attendance of witnesses, and the production of papers, books, accounts, records, payrolls, documents, and testimony, and take depositions and affidavits in any proceeding before the commissioner.

41-2605. REGULATIONS. The commissioner shall make and revise administrative regulations to carry out the purposes of this act. Rule making under this act shall comply with the provisions of the Montana Administrative Procedure Act.

41-2606. INDIVIDUAL ACTION. Nothing in this act shall preclude an individual from prosecuting a private action in the district court alleging violation of the provisions of this act or any other act.

APPENDIX 3

MONTANA RECRUITMENT SOURCES

- Section 1. Employment Service Offices and WIN Centers
- Section 2. Vo-Tech Centers
- Section 3. Colleges and Junior Colleges
- Section 4. College Affiliated Groups
- Section 5. Urban Indian Alliances
- Section 6. Indian Reservations
- Section 7. Local Minority Groups
- Section 8. Other Recruitment Sources
- Section 9. County Post Offices
- Section 10. County Clerk and Recorder Offices
- Section 11. County Welfare Departments

SECTION 1

LOCAL EMPLOYMENT SERVICE OFFICES

Anaconda Employment Service
416 East Park
Anaconda, Montana 59711

Billings Employment Service
624 North 24th Street
Billings, Montana 59101

Bozeman Employment Service
234 East Main
Bozeman, Montana 59715

Butte Employment Service
206 West Granite
Butte, Montana 59701

Cut Bank Employment Service
513 East Main Street
Cut Bank, Montana 50427

Dillon Employment Service
126 South Montana
Dillon, Montana 59725

Glasgow Employment Service
238 Second Avenue South
Glasgow, Montana 59230

Glendive Employment Service
211 South Kendrick
Glendive, Montana 59330

Great Falls Employment Service
1018 7th Street South
Great Falls, Montana 59405

Hamilton Employment Service
333 Main Street
Hamilton, Montana 59840

Havre Employment Service
416 First Street
Havre, Montana 59501

Helena Employment Service
715 Front Street
Helena, Montana 59601

Kalispell Employment Service
427 First Ave. E.
Kalispell, Montana 59901

Lewistown Employment Service
324 W. Broadway
Lewistown, Montana 59457

Libby Employment Service
314 California Ave.
Libby, Montana 59923

Livingston Employment Service
123 East Callender
Livingston, Montana 59047

Miles City Employment Service
12 North 10th St.
Miles City, Montana 59301

Missoula Employment Service
539 S. Third St. W.
Missoula, Montana 59801

Polson Employment Service
417 Main Street
Polson, Montana 59860

Shelby Employment Service
402 First St. S.
Shelby, Montana 59474

Sidney Employment Service
120 South Central
Sidney, Montana 59270

Thompson Falls Employment Service
103 Mill Street
Thompson Falls, Montana 59873

Wolf Point Employment Service
122 Second Ave. S.
Wolf Point, Montana 59201

SECTION 1

WIN CENTERS

Butte WIN-CEP Center
Idaho and Mercury Street
Butte, Montana 59701

Cut Bank WIN Center
Box 837
Browning, Montana 59417

Glasgow WIN Center
Glasgow AFB
Box 4696
Glasgow, Montana 59231

Helena WIN-CEP Center
529 North Warren
Helena, Montana 59601

Kalispell WIN Center
37 1st Street West
Kalispell, Montana 59901

Billings WIN Center
2807 Montana Avenue
Billings, Montana 59101

SECTION 2

VOCATIONAL-TECHNICAL CENTERS

Billings Vo-Tech Center
Glenn Burgess, Director
3615 Montana Avenue
Billings, Montana 59102
Phone: 248-7741

Butte Vo-Tech Center
Dr. Joseph Sicotte, Director
404 South Wyoming
Butte, Montana 59701
Phone: 792-4256

Great Falls Vo-Tech Center
James Carey, Director
1015 1st Avenue North
Great Falls, Montana 59401
Phone: 761-5800

Helena Vo-Tech Center
William Korizek, Director
1115 Roberts Street
Helena, Montana 59601
Phone: 442-0060

Missoula Technical Center
J.E. Downey, Director
909 South Avenue West
Missoula, Montana 59801
Phone: 728-2400

SECTION 3

COLLEGES AND JUNIOR COLLEGES

Keith Clawson
Placement Officer
Northern Montana College
Havre, Montana 59501
Phone: 265-7821 Ext. 263

Mike Gallagher
Director of Teacher Placement
Rocky Mountain College
Billings, Montana 59101
Phone: 245-6151 Ext. 203

C. Thomas Messick, Director
Career Placement
Montana State University
Bozeman, Montana 59715
Phone: 994-4353

Victor Signori
Director of Placement
Eastern Montana College
Billings, Montana 59101
Phone: 657-2366

Dr. Don Hjelmseth
Career Planning and Placement
Room 8, Main Hall
Missoula, Montana 59801
Phone 243-2022

~~Virgil Alme~~
Director of Placement
Western Montana College
Dillon, Montana 59725
Phone: 683-7011

Paul Fasting
Counseling and Placement
Dawson Community College
Glendive, Montana 59330
Phone: 365-3396

Victor Beneventi
Director of Placement
Carroll College
Helena, Montana 59601
Phone: 442-3450

Jane Burnham
Women's Resource Center
University Center
University of Montana
Missoula, Montana 59801
Phone: 243-4153

Flathead Valley Community College
15 First Street East
Kalispell, Montana 59901
Phone: 755-5222

Sister Carol Ann Richlie
College of Great Falls
1301 20th Street
Great Falls, Montana 59401
Phone: 761-8210

Mr. Vernon R. Kailey, President
Miles City Community College
2715 Dickenson
Miles City, Montana 59301
Phone: 232-3031

Gus Stoltz
Placement Director
Montana College of Mineral Sciences
and Technology
Butte, Montana 59701
Phone: 792-8321

SECTION 4

COLLEGE AFFILIATED GROUPS

Ms. Jane Burnham
Women's Resource Center
University Center
University of Montana
Missoula, Montana 59801
Phone: 243-4153

Ms. Henrietta V. Whiteman, Director
Native American Studies
University of Montana
Missoula, Montana 59801
Phone: 243-5831

Afro-American Studies
University of Montana
Missoula, Montana 59801
Phone: 243-2651

Ms. Scottie Giebink
Focus on Women
Montana State University
Bozeman, Montana 59715
Phone: 994-3381

Robert Perego
Native American Studies
Montana State University
Bozeman, Montana 59715
Phone: 994-3881

Robert Conley
Coordinator of Indian Culture
Native American Studies
Eastern Montana College
Billings, Montana
657-2011

SECTION 5

URBAN INDIAN ALLIANCES

Irinka Michalson, Director
Anaconda Indian Alliance
524 East Park
Anaconda, Montana 59711
Phone: 563-3450

Director
Billings American Indian Council
23 South 27th
Billings, Montana 59101
Phone: 252-5821

Vera Garmann, Director
Montana North American Indian Alliance
12 East Galena
Butte, Montana 59701
Phone: 723-4361

James Contway, Director
Hi-Line Indian Alliance
327 Main Street
Havre, Montana 59501
Phone: 265-7827

Leo Pocha, Director
Helena Indian Alliance
436 North Jackson
Helena, Montana 59601
Phone: 442-9334

Mary Kendall, Director
Great Falls Indian Education Center
710 Central Avenue
Great Falls, Montana 59401
Phone: 761-3165

Sherry Stadler, Director
Qua Qui Corporation
508 Toole Avenue
Missoula, Montana 59801
Phone: 728-0340

Ernie Bighorn, Director
Indian Development and Educational
Alliance
504 Main
Miles City, Montana 59301
Phone: 232-6112

SECTION 6

INDIAN RESERVATIONS

Rocky Boy Reservation
John Windy Boy, Chairperson
Business Committee of Chippewa-Cree Tribe
Rocky Boy Route
Box Elder, Montana 59521
Phone: 395-2404

Flathead Reservation
Harold Mitchell Jr., Chairperson
Confederated Salish and Kootenai Tribe
Flathead Reservation
Dixon, Montana 59831
Phone: 246-3595

Blackfeet Reservation
Earl Old Person, Chairperson
Blackfeet Tribal Business Council
Browning, Montana 59417
Phone: 338- 5311

Crow Reservation
Pat Stands, Chairperson
Crow Tribal Council
P.O. Box 170
Crow Agency, Montana 59022
Phone: 638-2671

Fort Belknap Reservation
Jack Plumage, President
Fort Belknap Community Council
Fort Belknap Agency
Harlem, Montana 59526
Phone: 353-2258

Northern Cheyenne
Allen Rowland, President
Northern Cheyenne Tribal Council
P.O. Box 153
Lame Deer, Montana 59043
Phone: 477-6240

Fort Peck Reservation
Norman Hollow, Chairperson
Fort Peck Executive Board
Assiniboine and Sioux Tribes of the
Fort Peck Indian Reservation
P.O. Box 1027
Poplar, Montana 59255
Phone: 768-3759

SECTION 7

LOCAL MINORITY GROUPS

Yellowstone Ethnic and Low-Income Coalition
Rev. Robert Freeman
34 Adams
Billings, Montana 59101

Bert Babby
Federal Women's Program
Coordinator for Indian
Health Service
2409 Dahlia Lane
Billings, Montana 59101

Mr. Zane Strang
Bureau of Indian Affairs
Employment Assistance Spec.
316 North 26th Street
Billings, Montana 59101

Billings American Indian Council
c/o Ms. Edith Weisanen
Northern Plains Craft Shop
2822 First Avenue North
Billings, Montana 59101

Latinos Club
c/o Mr. Ralph Gallardo
701 South 33rd Street
Billings, Montana 59101

Mr. James Gonzalez, President
Montana Mexican Concilio
Box 2031
Billings, Montana 59101

Montana Migrant Council
c/o Rev. A.R. Vialpando
514 South 37th Street
Billings, Montana 59101

People's Betterment League
c/o Ms. Bonnie Hoven
13 Prince Albert
Billings, Montana 59101

Welfare Rights Organization
c/o Ms. Somkid Yampradit
305 South 35th Street
Billings, Montana 59101

SECTION 7

LOCAL MINORITY GROUPS (continued)

Therese Hanway, Project Director
Pride in Heritage Program
2825 Farragut
A-201
Butte, Montana 59701

Karen Fenton, Director
Human Resources Development Program
Confederated Salish-Kootenai Tribes
Dixon, Montana 59831

Mary Kendall
Opportunities Inc.
601-11th Street North
Great Falls, Montana 59401

Jesse James, President
Association of Montana Native
American Counselors
1808 Seventh Avenue North
Great Falls, Montana 59401

Merle Lucas
Coordinator of Indian Affairs
Department of Intergovernmental Relations
1424 9th Avenue
Helena, Montana 59601

George Henkel, Executive Director
Montana United Indian Association
P.O. Box 786
Helena, Montana 59601

Tom Vander Veiden
Bureau of Indian Affairs
Helena Employment Assistance Office
638 Logan
Helena, Montana 59601

See Also: College Affiliated Groups
Urban Indian Alliances
Local Women and Groups

OTHER RECRUITMENT SOURCES

Joan Duncan
✓ Women's Bureau
Power Block Building Annex
Room 2
Helena, Montana 59601

Jo Jordenson
Career Counselor
Y.W.C.A.
1130 West Broadway
Missoula, Montana 59801

Montana State Low-Income Organization
436 North Jackson
Helena, Montana 59601

Mountain Plains Education Project
600 North Cooke
Helena, Montana 59601

Rocky Mountain Development Council
Box 721
Helena, Montana 59601

Lee Topash
Human Resources Development Institute
AFL-CIO
P.O. Box 1176
Helena, Montana 59601

Montana Association for Retarded Citizens
Aage Hanson, Executive Director
P.O. Box 625
Helena, Montana 59601

Lee Topash
Board of Directors
North American Indian League
Montana State Prison
c/o P.O. Box 1176
Helena, Montana 59601

John Ault
Social Services Director
Montana State Prison
Box 7
Deer Lodge, Montana 59722

SECTION 9
COUNTY POST OFFICES

Postmaster
Conrad, MT 59425

Postmaster
Plentywood, MT 59254

Postmaster
Broadus, MT 59317

Postmaster
Butte, MT 59701

Postmaster
Deer Lodge, MT 59722

Postmaster
Columbus, MT. 59019

Postmaster
Terry, MT 59349

Postmaster
Shelby, MT 59474

Postmaster
Sidney, MT 59270

Postmaster
Hysham, MT 59038

Postmaster
Wolf Point, MT 59201

Postmaster
Glasgow, MT 59230

Postmaster
Forsyth, MT 59327

Postmaster
Harlowton, MT 59036

Postmaster
Thompson Falls, MT 59873

Postmaster
Wibaux, MT 59353

Postmaster
Big Timber, MT 59011

Director
Employee and Labor Rela
Post Office Department
Billings, MT 59101

SECTION 9

COUNTY POST OFFICES (Continued)

Postmaster
Dillon, MT 59725

Postmaster
Baker, MT 59313

Postmaster
Polson, MT 59860

Postmaster
Hardin, MT 59034

Postmaster
Lewistown, MT 59457

Postmaster
Helena, MT 59601

Postmaster
Chinook, MT 59523

Postmaster
Kalispell, MT 59901

Postmaster
Chester, MT 59522

Postmaster
Townsend, MT 59644

Postmaster
Bozeman, MT 59715

Postmaster
Virginia City, MT 59755

Postmaster
Red Lodge, MT 59068

Postmaster
Jordan, MT 59337

Postmaster
White Sulphur Springs, MT
59645

Postmaster
Fort Benton, MT 59442

Postmaster
Cut Bank, MT 59427

Postmaster
Superior, MT 59872

Postmaster
Miles City, MT 59301

Postmaster
Ryegate, MT 59074

Postmaster
Roundup, MT 59072

Postmaster
Scobey, MT 59263

Postmaster
Philipsburg, MT 59858

Postmaster
Livingston, MT 59047

Postmaster
Glendive, MT 59330

Postmaster
Boulder, MT 59632

Postmaster
Winnett, MT 59087

Postmaster
Anaconda, MT 59711

Postmaster
Stanford, MT 59479

Postmaster
Malta, MT 59538

SECTION 10

COUNTY CLERK AND RECORDER OFFICES

Clerk and Recorder
Beaverhead County
Dillon, MT 59725

Clerk and Recorder
Bear Lodge County
Anaconda, MT 59711

Clerk and Recorder
Lake County
Polson, MT 59860

Clerk and Recorder
Big Horn County
Hardin, MT 59034

Clerk and Recorder
Fallon County
Baker, MT 59313

Clerk and Recorder
Lewis and Clark County
Helena, MT 59601

Clerk and Recorder
Blaine County
Chinook, MT 59523

Clerk and Recorder
Fergus County
Lewistown, MT 59457

Clerk and Recorder
Liberty County
Chester, MT 59522

Clerk and Recorder
Broadwater County
Townsend, MT 59644

Clerk and Recorder
Flathead County
Kalispell, MT 59901

Clerk and Recorder
Lincoln County
Libby, MT 59925

Clerk and Recorder
Carbon County
Red Lodge, MT 59068

Clerk and Recorder
Gallatin County
Bozeman, MT 59715

Clerk and Recorder
Madison County
Virginia City, MT 59

Clerk and Recorder
Carter County
Ekalaka, MT 59324

Clerk and Recorder
Garfield County
Jordan, MT 59337

Clerk and Recorder
McCone County
Circle, MT 59215

Clerk and Recorder
Cascade County
Great Falls, MT 59401

Clerk and Recorder
Glacier County
Cut Bank, MT 59427

Clerk and Recorder
Meagher County
White Sulphur Springs
59645

Clerk and Recorder
Choteau County
Fort Benton, MT 59442

Clerk and Recorder
Golden Valley County
Ryegate, MT 59074

Clerk and Recorder
Mineral County
Superior, MT 59872

Clerk and Recorder
Custer County
Miles City, MT 59301

Clerk and Recorder
Hill County
Havre, MT 59501

Clerk and Recorder
Missoula County
Missoula, MT 59801

Clerk and Recorder
Daniels County
Scobey, MT 59263

Clerk and Recorder
Jefferson County
Boulder, MT 59632

Clerk and Recorder
Musselshell County
Roundup, MT 59072

SECTION 10

COUNTY CLERK AND RECORDER OFFICES (Continued)

Clerk and Recorder
Park County
Livingston, MT 59047

Clerk and Recorder
Rosebud County
Forsyth, MT 59327

Clerk and Recorder
Valley County
Glasgow, MT 59230

Clerk and Recorder
Petroleum County
Winnett, MT 59087

Clerk and Recorder
Sanders County
Thompson Falls, MT 59873

Clerk and Recorder
Wheatland County
Harlowton, MT 59036

Clerk and Recorder
Phillips County
Malta, MT 59538

Clerk and Recorder
Sweet Grass County
Big Timber, MT 59011

Clerk and Recorder
Wibaux County
Wibaux, MT 59353

Clerk and Recorder
Pondera County
Conrad, MT 59425

Clerk and Recorder
Sheridan County
Plentywood, MT 59254

Clerk and Recorder
Yellowstone County
Billings, MT 59101

Clerk and Recorder
Powder River County
Broadus, MT 59317

Clerk and Recorder
Silver Bow County
Butte, MT 59701

Clerk and Recorder
Powell County
Deer Lodge, MT 59722

Clerk and Recorder
Stillwater County
Columbus, MT 59019

Clerk and Recorder
Prairie County
Terry, MT 59349

Clerk and Recorder
Teton County
Choteau, MT 59422

Clerk and Recorder
Richland County
Sidney, MT 59270

Clerk and Recorder
Toole County
Shelby, MT 59474

Clerk and Recorder
Roosevelt County
Wolf Point, MT 59201

Clerk and Recorder
Treasure County
Hysham, MT 59038

SECTION 11

County Welfare Departments

Legend: EA - Economic Assistance
SS - Social Services

	<u>County</u>	<u>County Seat</u>	<u>Telephone No.</u>	<u>Director</u>
1.	Beaverhead	Dillon	683-2142	Wayne Contway
2.	Big Horn	Hardin	665-1907	Genevieve Dyche
3.	Blaine	Chinook	357-3335 (EA) 357-3330 (SS)	Nancy Neibauer
4.	Broadwater	Townsend	266-3447	Norman Waterman
5.	Carbon	Red Lodge	446-1302	Helen Bohnert
6.	Carter	Ekalaka	775-3251	Betty Mueller
7.	Cascade	Great Falls	761-6605 (EA) 761-0655 (EA) 727-4421 (SS)	Harold McLaughlin (Box 1546) Margaret Conlin (316 First Ave. No.)
8.	Chouteau-	Fort Benton	622-5251	Olga Erickson
9.	Custer	Miles City	232-1247	Ruth Stephenson
10.	Daniels	Scobey (Box 114)	487-2721	Delores Shelton
11.	Dawson	Gleedive	365-4314	George Shanley
12.	Deer Lodge	Anaconda	563-3448	Stanley Drazich
13.	Fallon	Baker	778-2512	Betty Mueller
14.	Fergus	Lewistown	538-9432 538-8411 (unlisted)	Verlin Gaskill
15.	Flathead	Kalispell	755-5300	Ruth Davis
16.	Gallatin	Bozeman	587-3193	Robert Sybrant
17.	Garfield	Jordan	435-2297	Ethel Bond
18.	Glacier	Cut Bank Browning	873-5534 338-5131	Lowell McGhie
19.	Golden Valley	Ryegate	568-2231	Verlin Gaskill
20.	Granite	Philipsburg	859-3671	Frieda Howery
21.	Hill	Havre	265-5481 Ext. 42, 43	Nancy Neibauer
22.	Jefferson	Boulder	225-3327	Norman Waterman
23.	Judith Basin	Stanford	566-2461	Verlin Gaskill
24.	Lake	Polson	883-2500	Bonnie Mueller
25.	Lewis & Clark	Helena	442-2020	Norman Waterman
26.	Liberty	Chester	334-3841	Nancy Neibauer
27.	Lincoln	Libby Eureka	293-6249 296-2424	William Willard
28.	Madison	Virginia City	843-5361	Emery Smith
29.	McCone	Circle	485-3425	Ethel Bond
30.	Meagher	White Sul. Spr.	547-3752	Robert Sybrant
31.	Mineral	Superior	822-4551	Edna Brader - SW I
32.	Missoula	Missoula	543-6641 (EA) 728-7210 (SS)	Elizabeth Johnson (301 West Alder)
33.	Musselshell	Roundup	323-2101	Verlin Gaskill
34.	Park	Livingston	222-1173	Robert Sybrant
35.	Petroleum	Winnett	429-4555	Verlin Gaskill
36.	Phillips	Malta	654-2252	Delores Shelton
37.	Pondera	Conrad	278-5222	Rita Christiaens

SECTION 11

County Welfare Departments, Cont.

	<u>County</u>	<u>County Seat</u>	<u>Telephone No.</u>	<u>Director</u>
38.	Powder River	Broadus	436-2621	Ruth Stephenson
39.	Powell	Deer Lodge	846-1092	Frieda Howery
40.	Prairie	Terry	637-5570	Ethel Bond
41.	Ravalli	Hamilton	363-1951	Alice Thane
42.	Richland	Sidney	482-2015	Sharon Rau
43.	Roosevelt	Wolf Point (Box 370)	653-1512	Delores Shelton
		Culbertson	787-5861 (SS)	(Box 28)
		Poplar	768-3911 (SS)	(Box 849)
44.	Rosebud	Forsyth	356-2563	Michael Kennedy
		Lame Deer	477-6251	
45.	Sanders	Thompson Falls	827-3581	
46.	Sheridan	Plentywood (Box 413)	765-1370	Delores Shelton
47.	Silver Bow	Butte	792-2351 (EA) 792-0436 (SS) 792-1627 (unlisted)	Queenie Lynch
48.	Stillwater	Columbus	322-5331	Diane Altimus
49.	Sweet Grass	Big Timber	932-2566	Diane Altimus
50.	Teton	Chouteau	466-5721	Rita Christiaens
51.	Toole	Shelby	434-2371	Rita Christiaens
52.	Treasure	Hysham	342-2191	Michael Kennedy
53.	Valley	Glasgow	228-8662 (Dir.) 228-8281 (Co.)	Delores Shelton
54.	Wheatland	Harlowton	632-5611	Verlin Gaskill
55.	Wibaux	Wibaux	795-2433	Betty Mueller
56.	Yellowstone	Billings	248-1691	James Greer

COMPLAINT OF DISCRIMINATION

DATE FILED _____ CASE NO. _____

INSTRUCTIONS: If you believe you have been discriminated against, fill in this form as completely as possible.

Mail to: Chief Human Rights Commission
620 Power Block
Helena, MT 59601

Cause of Discrimination	Area of Discrimination
<input type="checkbox"/> Creed or Religion	<input type="checkbox"/> Employment
<input type="checkbox"/> Age	<input type="checkbox"/> Training or education
<input type="checkbox"/> Sex	<input type="checkbox"/> Housing
<input type="checkbox"/> Race or national origin	<input type="checkbox"/> Public accommodations
<input type="checkbox"/> Handicap, physical or mental	<input type="checkbox"/> Financing
<input type="checkbox"/> Political belief	<input type="checkbox"/> Government services
<input type="checkbox"/> Marital Status	<input type="checkbox"/> Retaliation

Complainant's Name _____ Age _____

Address _____ Telephone No. _____ Social Security No. _____
Street or Box No., City, Zip Code

The following person always knows where to contact me:

Name _____	Address _____ Street or Box No., City, Zip Code	Telephone No. _____
------------	----------------------------------------------------	---------------------

The person, employer, organization or agency who, I believe, discriminated against me is:

Name _____	Address _____	Telephone No. _____
------------	---------------	---------------------

Type of Organization _____	City, County, Zip Code _____
----------------------------	------------------------------

Date Most Recent or Continuing Discrimination Took Place _____ (Month, Day, Year)	If action has been sought through any other agency give name and address.
--------------------------------------------------------------------------------------	---------------------------------------------------------------------------

Explain as fully as possible how you believe you were discriminated against with as many details and statements of fact as you can provide. If more space is needed attach additional pages.

I swear or affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

Your Signature

I prepared this complaint for the above party. I am 18 years or older and of sound mind.

Your Signature

Subscribed and sworn to before me
this _____ day of _____, 197____

Notary Public for the State of
Montana. Residing at _____

My Commission expires _____

PROVISION PROHIBITING RETALIATION

Section 64-306 (1) (d) of the R.C.M. 1947 states: It is an unlawful discriminatory practice for an employer, labor organization or employment agency to discharge, expel, or otherwise discriminate against a person because he has opposed any practices forbidden under this act or because he has filed a complaint, testified, or assisted in a proceeding under this act.

Section 64-312 R.C.M. 1947 states: Unlawful to violate act—penalty. (1) It is unlawful for a person to aid, abet, incite, compel or coerce the doing of an act forbidden under this act or to attempt to do so.

- (2) No person or institution may discharge or discriminate against any participant or potential participant because he or she has made a complaint, assisted with an investigation or instituted proceedings.
- (3) A person, employer, business, organization, corporation or agency both public and private, who or which willfully engages in an unlawful discriminatory practice prohibited by this act, or willfully resists, prevents, impedes, or interferes with the commission, the department or any of its authorized representatives in the performance of duty under this act or who or which willfully violates an order of the commission or violates this act in any other manner, is guilty of a misdemeanor and is punishable by a fine of not more than five hundred dollars (\$500.00) or by imprisonment for not more than six (6) months or both.